

## RESIDENTIAL CARE CENTER POLICY / PROCEDURE CHECKLIST

**Use of form:** Residential Care Centers for Children and Youth should use this checklist when submitting policies / procedures required by administrative rule.

**Instructions:** Submit a dated copy of your policies / procedures to your assigned licensing specialist. Identify the page number within the center's policies / procedures on which you address each component.

Name - Facility	Address - Facility
Name - Licensing Specialist	Date - Submitted

  

<p><b><u>Page No.</u></b>    <b><u>ADMISSION POLICY - HFS 52.21 (1)</u></b></p> <p>_____ Description of primary presenting problems.</p> <p>_____ Range of behaviors the center will treat.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;"><b>SIGNATURE</b> - Licensing Specialist</p> </div> <div style="width: 35%;"> <p>_____</p> <p style="text-align: center;">Review Date</p> </div> </div> <p><b><u>Page No.</u></b>    <b><u>DISCHARGE AND AFTERCARE - HFS 52.23(1)</u></b></p> <p>_____ Involvement of resident, parents / guardian / custodian placing agency in developing aftercare plan.</p> <p>_____ Development of an aftercare plan (including participating persons recommendation for services and service providers and to what agency / person resident is to be discharged).</p> <p>_____ Provision of copies of aftercare plan to resident's parents / guardian / custodian and placing agency.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;"><b>SIGNATURE</b> - Licensing Specialist</p> </div> <div style="width: 35%;"> <p>_____</p> <p style="text-align: center;">Review Date</p> </div> </div> <p><b><u>Page No.</u></b>    <b><u>PROGRAM STATEMENT - HFS 52.41(1)</u></b></p> <p>_____ Treatment purpose.</p> <p>_____ Philosophy.</p> <p>_____ Approach and methods used.</p> <p>_____ Services available.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;"><b>SIGNATURE</b> - Licensing Specialist</p> </div> <div style="width: 35%;"> <p>_____</p> <p style="text-align: center;">Review Date</p> </div> </div>	<p><b><u>Page No.</u></b>    <b><u>OPERATING PLAN - HFS 52.41(1)</u></b></p> <p>_____ Treatment program policies and procedures: treatment purpose, philosophy and services qualifications of staff responsible for planning and carrying out treatment procedures.</p> <p>_____ The population served by age and sex and by type and the range or types of behaviors or conditions for which the treatment procedures and techniques are appropriate.</p> <p>_____ Prescreening procedures used for determining admission appropriateness.</p> <p>_____ Procedures used to involve parents, etc. in assessment and treatment planning.</p> <p>_____ Procedure for implementing and reviewing specific provisions of the treatment plan including coordination efforts.</p> <p>_____ Methods for determining when treatment goals are achieved or that they are ineffective or detrimental.</p> <p>_____ Procedures for center management and control. Include focus on de-escalation, restraint and / or physical holds used for crisis intervention <u>only</u>, not for managing behavior. Include overnight visits off grounds, off grounds privileges, any resident rights limitations under HFS 52.31.</p> <p>_____ List of daily activities. Include educational and recreational.</p> <p>_____ Significant incident communication procedures between shift care workers. Include documentation in the case record and treatment record progress notes.</p> <p>_____ Methods for program evaluation.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;"><b>SIGNATURE</b> - Licensing Specialist</p> </div> <div style="width: 35%;"> <p>_____</p> <p style="text-align: center;">Review Date</p> </div> </div>
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**Page No. OPERATING PLAN - HFS 52.41(1) - continued**

Educational program services:

- \_\_\_\_\_ Procedures for referring to public schools when appropriate.
- \_\_\_\_\_ Procedures for relating treatment plan goals to educational goals and services.
- \_\_\_\_\_ Identification of center staff, schools and agencies responsible for education.
- \_\_\_\_\_ Procedure for coordinating educational efforts including assessment of needs and development of treatment plans.
- \_\_\_\_\_ Procedure and timeliness for assessing educational progress. Include staff involved and how information will be used.
- \_\_\_\_\_ Procedures for providing vocational training opportunities.
- \_\_\_\_\_ Policy for the provision of regular or exceptional educational services to comply with applicable statutes.

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**Page No. PROGRAM PLANNING AND SCHEDULING - HFS 52.41(2)**

- \_\_\_\_\_ Daily program of activities to include leisure activities, social interaction, self-expression and communication, gross and fine motor development, daily living activities, interpersonal relations and opportunity for paid work.

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**Page No. RELIGIOUS TRAINING - HFS 52.23(5)(a)**

- \_\_\_\_\_ Policy for the provision of religious training.

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**Page No. OPERATING PLAN - HFS 52.41(1) - continued**

Health care services to include:

- \_\_\_\_\_ Regular assessment of general health and dental needs.
- \_\_\_\_\_ Procedures for resident education on smoking, drug and alcohol use, sexuality, family planning, STD and HIV.
- \_\_\_\_\_ Immunization according to HFS 144.
- \_\_\_\_\_ Arrangements with an MD or clinic or health care.
- \_\_\_\_\_ Procedures for psychological / psychiatric testing and treatment.
- \_\_\_\_\_ Provision for semiannual dental exams and cleaning.
- \_\_\_\_\_ Availability of 24 hour emergency services.
- \_\_\_\_\_ Procedure for informing residents of any medical treatment.
- \_\_\_\_\_ Policy / procedure for hospitalization.
- \_\_\_\_\_ Policy / procedure for first aid provision.
- \_\_\_\_\_ Policy / procedure for medication administration.
- \_\_\_\_\_ Definition of and procedure for a medical emergency.
- \_\_\_\_\_ Policy / procedure for the control and reporting of communicable diseases (HFS 145).
- \_\_\_\_\_ Procedure for annual dated documented review of the adequacy of health care service delivery. Include procedures for administration, storage and disposal of medications.

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**Page No. EMERGENCY PROCEDURES - HFS 52.41(3)(b)4.**

- \_\_\_\_\_ Procedure for calling in extra staff.
- \_\_\_\_\_ Procedure for securing law enforcement or emergency medical assistance.
- \_\_\_\_\_ Procedure for alerting and assigning staff in response to emergencies.

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**Page No. RESIDENT CONDUCT - HFS 52.42(3)**

\_\_\_\_\_ Policies and procedures covering expected conduct to include promoting growth, development and independence.  
\_\_\_\_\_ Extent to which choice will be accommodated in daily decisions.  
\_\_\_\_\_ Specify criteria for levels of supervision of activities.  
\_\_\_\_\_ Provision for record of off grounds activities. Include location, duration, return time and name, address and telephone number of responsible person.  
\_\_\_\_\_ House rules provided to all staff, residents, parent and guardians to include: A description of acceptable / unacceptable conduct, curfew requirements, individual freedoms when in off grounds recreational / school activities, and consequences for violations.

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**Page No. LOCKED UNIT POLICIES / PROCEDURES - HFS 52.42(7)(d)**

\_\_\_\_\_ Informed consent documentation.  
\_\_\_\_\_ Required time frames.  
\_\_\_\_\_ Withdrawal of informed consent.  
\_\_\_\_\_ Exceptions for placement without consent.  
\_\_\_\_\_ Approval to lock exit access doors.  
\_\_\_\_\_ Staff access to unlocking devices.  
\_\_\_\_\_ Provision of safe furnishings.  
\_\_\_\_\_ Staffing for direct supervision.

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**Page No. TOBACCO PRODUCTS - HFS 52.56(21)(a)**  
(If applicable)

\_\_\_\_\_ Policy for staff use of tobacco on center grounds.

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**Page No. RESIDENT ABSENCE WITHOUT PERMISSION - HFS 52.42(9)**

\_\_\_\_\_ Policies and procedures for notifying law enforcement to include how the determination was made; name of law enforcement agency and any other agency to be notified to file a missing person report with DOJ; staff person who will notify required parties; and notification of Interstate Compact Office within 48 hours.

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**Page No. RESIDENT ACCOUNTS - HFS 52.23(8)(a)**

\_\_\_\_\_ Procedure for maintaining and managing separate resident accounts.

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**Page No. FIRE AND SAFETY - HFS 52.55(1)(b)**

\_\_\_\_\_ Procedures for prompt, safe evacuation in one trip.  
\_\_\_\_\_ Identification of designated evacuation or meeting places.

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**Page No. RESIDENT RIGHTS POLICY - HFS 52.41(1)(a)8**

\_\_\_\_\_ Procedures for informing all staff of s. 48.78, s. 938.78, s. 51.30, HFS 92, s. 51.61 and HFS 94.  
\_\_\_\_\_ Procedures for informing all residents of their rights under HFS 94 and s. 51.61.  
\_\_\_\_\_ Policy on individual rights to include limitation or denial of rights.  
\_\_\_\_\_ Procedures for assistance in the exercise of rights assurance of least restrictive treatment, prompt treatment and adequate treatment, and medication.

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**Page No. RESPITE CARE SERVICES PROGRAM**

(If applicable)

**Program Statement - HFS 52.59(4)(a)**

Purposes and population identification.

Procedures for assessment. Include services available.

Compatibility with other center programs.

Staffing arrangements.

Health care arrangements. Include process for securing medical authorizations.

Recreational activities and programming.

**Policy / Procedures on Admission - HFS 52.59(5)**

Policy specifying types of children served in respite care.

Procedures for screening for appropriateness of admission.

Procedures for obtaining consents for medical care and medication administration.

Procedures for obtaining other relevant information. Include eating, toileting, mobility, communication, health problems, behavior issues, socialization, supervision needs and personal self-help.

Procedures for obtaining admission information about current special needs; e.g., transportation, appointments, special equipment, etc.

Procedures for orienting a child to the program.

Procedures for assigning specific care staff to a child.

Contact procedures in case of questions or emergency.

Policy for picking up child including date and time.

Procedures for recording personal belongings and medications upon arrival.

Procedures for maintaining respite care episode logs for each child.

**Discharge Policy - HFS 52.59(8)**

Procedure for documenting in case record length of stay, significant incidents, to whom child discharged.

Procedure for accounting in the case record the belongings, medications and medical equipment released with the child.

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**Page No. SHORT-TERM PROGRAM DESCRIPTIONS - HFS 52.58(3)**

(If applicable)

Treatment program statement to include:

Treatment purpose, philosophy, approach and methods for community placement.

Identification of service providers and consultants.

Identification of coordinating service and placement agencies.

Extent to which short-term program is compatible with or separate from regular program.

Arrangements for education.

Arrangements for health care. Include process for securing medical care.

Recreational activities and programming.

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